

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik Frohling, Greshay, Schmidt, and Duchac

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, June 7, 2016 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director; Angi Zilliox, Human Resources Specialist; Scott Smith, Chief Deputy; Tony Brugger, Jail Administrator; Patti Hilker, Treasurer; Sheila Drays, Division Manager - Human Services & Health; Rachel Neuman, Correctional Officer, Nicholas Hraban, Correctional Officer; Kevin Kuehl, Correctional Officer; Lana Stelter, Correctional Officer; Lisa Zuelsdorf, Correctional Officer; Hanna Mueller, Correctional Officer; Matt Marvin, Programs Specialist; Peggy Kramer, Correctional Officer; Ryan Martin, Correctional Officer; Brad Knoll, Corporal.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. Knoll addressed the Committee regarding concerns the Jail staff have regarding hiring and retention. Knoll shared with the Committee concerns regarding the labor grade, pay, and lack of pay increases for Correctional Officers and what he identified as dangerous situations in the jail regarding short-notice forced overtime and no time off resulting in fatigue and poor morale. Knoll noted that Dodge County Detention Center is under increased mandates and records keeping requirements due to the ICE program with more violent inmates. Knoll expressed that with the jail at 90% capacity and a shortage of staff, there is increased tension and increased chance of error. Brugger provided the Committee with the unique requirements Dodge County Detention Center is accountable for due to the ICE program. Mielke noted that currently Carlson Dettmann is looking at the Dodge County Labor Grade Structure and market conditions with a due date of July 1st. Mielke recognized the challenges faced by the Correctional Officers each day and applauds those that do it as it is not easy and has risks. Mielke appreciated the concerns brought forward and will take it into consideration with what Carlson Dettmann puts forward. There was further discussion among the attendees regarding staffing, recruitment, and stringent standards with ICE. Schmidt requested the Sheriff's Office provide Exit Interview outcomes. Marsik assured those in attendance that the Committee is acutely aware of the issues and that the employees are being heard.

Motion by Schmidt to approve the minutes of the Open Session minutes of the May 17, 2016 meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

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Eske presented a new policy regarding Unpaid Internships, Contractors, Consultants and State Agency Staff for Dodge County. Eske explained that the policy is stemmed from the recognition for tighter control over non-employees by providing structure and ensuring the individual receives appropriate orientation from Human Resources and access to required resources.

Motion by Frohling to approve the policy regarding Unpaid Internships, Contractors, Consultants and State Agency Staff. Second by Duchac. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Project Assistant	Finance Department
One (1) State Patrolman	Highway Department
One (1) Social Services Aide – Juvenile Restitution/ Independent Living Skills	Human Service and Health
One (1) Transportation Driver – P.T.	Human Services and Health
One (1) Survey and Mapping Specialist (I, II or Senior)	Land Resources & Parks
One (1) Deputy Treasurer – Receivables	Treasurer's Office

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Schmidt. Motion carried.

Mindemann distributed an Exit Interview Summary for period January 1, 2016 through June 3, 2016 for all employees except Clearview and Sheriff's Office. The summary indicated termination statistics and identifying general trends/themes. There was discussion among Committee members regarding the outcomes. Eske stated that this summary will also be shared at the next Management Council meeting. Eske stated that there are plans to address concerns with Department Heads and continue to track improvements and trends and. Mielke informed the Committee that in addition, the Ethical Advocacy Hotline will start next week. Eske stated that Clearview and Sheriff's Office will provide an Exit Interview Summary at the next Committee meeting.

Eske informed the Committee that the Federal Government recently updated regulations regarding the Fair Labor Standards Act (FLSA) effective December 1, 2016. Eske stated the major change was to the minimum salary threshold used to be considered exempt. She stated that the increase went from \$455/week to \$913/week. Eske stated that she has reviewed the current Labor Grade Structure and exempt statuses and identified a few positions that may be affected by the new Final Rule. Eske stated that consideration needs to be given to determine if the position should remain exempt or be changed to non-exempt and that she will report back at a future meeting what if any changes would need to be made to the exempt status.

Eske provided the Committee with an update regarding the Carlson Dettmann market study stating that Patrick Glynn, Senior Consultant, will provide preliminary findings by June 24th. Eske highlighted that there was an influx of requests for position changes for 2016 and 2017 adding a large number of JDQ's on top of the study. Mielke stated that there are a variety of new/different positions for 2017. Eske indicated that there may need to be a special Human Resources and Labor Negotiations Committee meeting in July to review the Market Study outcomes.

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Eske provided the Committee with an update on the recruitment for the Director of Human Services and Health position stating that first interviews will be held on Wednesday, June 8, 2016. Eske stated that the interview panel is comprised of: Mielke, Eske, Marsik, and Mary Bobholz, Human Services & Health Board Chair. Eske indicated that four (4) candidates were invited for first interviews, two (2) internal and (2) external.

Closed Session:

Motion by Duchac, second by Frohling to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session is for the purpose of conducting public business for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; specifically regarding potential County employee discipline. The meeting is closed pursuant to Section 19.85(1)(g) of the Wisconsin Statutes. Roll call vote was taken. Motion carried by unanimous vote of all members present at 10:32 a.m.

Open Session:

Motion by Greshay, second by Duchac to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:55 a.m.

The Committee reviewed the Salary, Wage, and Status changes as presented.

RECLASSIFICATION – UNION: Ryan Jackson, Traffic Patrol Officer (Deputy Sheriff), Sheriff's Office, \$27.41, SSU04, ST01-shift change 2nd to 3rd shift, 06/02/2016; Jason E. Roy, Traffic Patrol Officer (Deputy Sheriff), Sheriff's Office, \$28.56, SSU04, ST04-shift change 3rd to 2nd shift, 06/02/2016. STEP INCREASE – UNION: Jaime Buelter, Deputy Sheriff, Sheriff's Office, \$30.03, SSU04, 6M54, 06/15/16. APPOINTED OFFICIAL: William Kirchberg, Board of Adjustment, County Board, \$50.00 per meeting, CB01, ST01, 05/17/2016. NEW HIRE: John W. Griesmer, Maintenance Mechanic, Physical Facilities, \$20.18, DC05, ST04, 05/24/2016; Krista K. Longseth-Roberts, Communications Officer-Relief, Sheriff's Office, \$20.43, DC05, ST04, 05/31/2016; Joshua J. Paternoster, Communications Officer-Relief, Sheriff's Office, \$20.43, DC05, ST04, 06/01/2016. RE-HIRE: Brenda R. Goldade, Child Support Specialist, Child Support, \$20.18, DC05, ST04, 06/06/2016. LIMITED TERM/SEASONAL: Olivia M. Raasch, 4H Summer Agent, UW Extension, \$10.00, MSC19, ST01, 05/23/2016. RECLASSIFICATION: Tracy L. Barilani, Psychiatric Therapist II - Clinical Services, Human Services and Health, \$23.72, DC07, ST03, Voluntary demotion, 05/30/2016; Michael C. Canniff, Senior Land Surveyor, Land Resources and Parks, \$24.36, DC08, ST0 Lateral Transfer, 05/18/2016. STEP INCREASE: Kelly L. Lepple, Secretary to Corporation Counsel, Corporation Counsel, \$22.85, DC06, ST05, 06/05/2016; Kathryn M. Zwieg, Administrative Secretary III, District Attorney, \$18.52, DC03, ST10B, 06/05/2016; Nicole M. Hoepfner, Property Listing Specialist, Land Resources and Parks, \$19.65, DC05, ST03, 06/09/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: Duchac notified the Committee that he may possibly have to report for Jury Duty when the next Committee meeting is held.

HR Director's Report:

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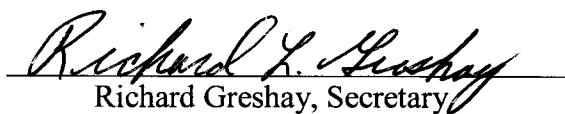
- a) Disciplinary Actions: Eske stated that an employee of Clearview chose to resign following an investigation that she used inappropriate language in the presence of a resident and staff. Clearview accepted her resignation immediately and waived the two week notice.
- b) Grievances and Arbitrations: None

Future Agenda Items: Exit interview summary for Clearview and Sheriff's Office, negotiations with Sheriff's Sworn, and discussion regarding recent NLRB ruling.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **June 21 at 9:00 a.m., July 1 at 8:00 a.m., and July 19 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:10 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, June 7, 2016 in meeting room 4C, located on the fourth floor of the Administration Building.

MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

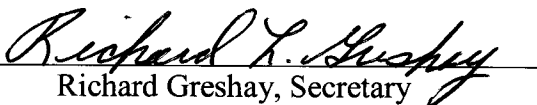
MEMBERS EXCUSED: None

ALSO PRESENT: Sarah Eske, Human Resources Director; James Mielke, Dodge County Administrator; Tonia Mindemann, Assistant HR Director.

Motion by Duchac, second by Frohling to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session is for the purpose of conducting public business for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; specifically regarding potential County employee discipline. The meeting is closed pursuant to Section 19.85(1)(g) of the Wisconsin Statutes. Roll call vote was taken. Motion carried by unanimous vote of all members present at 10:32 a.m.

Eske conferred with legal counsel prior to the meeting and updated the Committee regarding a grievance.

Motion by Greshay, second by Duchac to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:55 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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